

**SENECA FALLS HISTORIC DISTRICT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Mail completed form to: Town of Seneca Falls, 81 W. Bayard St., Seneca Falls, New York, 13148

APPLICATION DUE: NO LATER THAN NOON ON THE THIRD MONDAY OF THE MONTH

DATE: _____

LOT ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____
(If different)

PHONE: _____ (HOME) _____ (OTHER)

NAME OF BUSINESS (If applicable): _____

AGENT/CONTRACTOR & PHONE: _____

INDICATE TYPE OF PROJECT:

- | | |
|--|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> ADDITION TO STRUCTURE |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> EXTERIOR RENOVATION/REPAIR |
| <input type="checkbox"/> WINDOW/DOOR REPLACEMENT | <input type="checkbox"/> ROOF |
| <input type="checkbox"/> AWNINGS | <input type="checkbox"/> SIGN |
| <input type="checkbox"/> FENCE | <input type="checkbox"/> SIDING |
| <input type="checkbox"/> OTHER | |

Please provide a brief description of the project, noting any proposed changes to the property (see checklist of required materials on reverse and attach information to application):

This application cannot be processed for review unless all of the applicable items are submitted to the Town Clerk by the application deadline – **NOON on the Monday preceding a scheduled meeting**. Unless otherwise notified, REGULAR MEETINGS OF THE HERITAGE PRESERVATION COMMISSION OCCUR AT 7:00 PM ON THE FOURTH TUESDAY OF EACH MONTH AT 81 W. BAYARD STREET. APPLICANTS ARE STRONGLY ENCOURAGED TO ATTEND. Work on projects requiring HPC approval shall not be started until a Certificate of Appropriateness and any required permits have been obtained by the Owner or Agent/Contractor. Changes to approved plans CANNOT be made without additional Commission review. A request for CHANGES to a previously approved Certificate of Appropriateness must be made in writing to the HPC by the application deadline, along with any necessary plans. YOUR SIGNATURE BELOW ACKNOWLEDGES THESE CONDITIONS, AND ALSO ACKNOWLEDGES THAT IT IS THE RESPONSIBILITY OF THE OWNER/AGENT/CONTRACTOR TO OBTAIN ALL PERMITS REQUIRED BY THE SENECA COUNTY CODE ENFORCEMENT OFFICE.

ONCE APPROVED, A ZONING PERMIT MUST BE SUBMITTED BEFORE ANY WORK STARTS

SIGNATURE OF OWNER: _____

SIGNATURE OF AGENT/CONTRACTOR: _____

FOR OFFICE USE ONLY

APPROVED AS SUBMITTED APPROVED W/CONDITIONS TABLED DENIED